

State of Illinois
Department of Central Management Services
Bureau of Personnel
Springfield, Illinois 62706

Supplementary Examination Announcement

LABORATORY ASSISTANT - 22995

Monthly Salary Range: \$2019 - \$2636

General duties: A Laboratory Assistant, under immediate supervision, performs non-professional, non-technical laboratory support work in a State laboratory; washes laboratory glassware and water bottles by hand or uses automatic washers; rinses and sterilizes glassware and bottles; prepares feed and fertilizer samples for use in testing procedures; sterilizes environmental and diagnostic waste by heating in an autoclave; assists pathologists in conducting animal autopsies; washes, packages and sterilizes instruments.

Desirable training and experience: Equivalent to completion of high school; requires elementary knowledge of laboratory safety procedures; requires ability to follow oral and written instructions; requires ability to operate minor sample preparation equipment or automatic glassware washers.

Knowledges tested: Numeric Filing; Math; Written Instructions; Computer Skills; Interpersonal Skills.

Tests and weights: Automated multiple-choice test 100%.

****NOTE: PER THE PERSONNEL RULES AN APPLICANT SHALL NOT BE PERMITTED TO RETAKE A MULTIPLE-CHOICE AND/OR PERFORMANCE EXAMINATION UNTIL 30 DAYS HAS ELAPSED.**

Length of eligibility period: One year.

Counties in which positions are established: Clinton, Knox, Sangamon.

Counties listed include all counties in which positions have been established, and does not represent immediate openings. This listing is based on information currently available and is subject to change.

EXAMINATION SCHEDULE (EXCEPT FOR STATE HOLIDAYS)

Examinations may be cancelled without further notice as needs are met.

FLEXIBLE SCHEDULE TESTING:

Monday, Tuesday, Wednesday and Thursday between the hours of 8:00 a.m. – 1:30 p.m.:

CHICAGO: James R. Thompson Center, 100 W. Randolph, Suite 3-300, Chicago, IL 60601

Monday, Tuesday, Wednesday and Thursday between the hours of 8:00 a.m. – 2:00 p.m.:

SPRINGFIELD: Capitol City Center, 130 W. Mason Street, Springfield, IL 62702

BY APPOINTMENT ONLY:

CHAMPAIGN: State Regional Office Bldg., 2125 South First St., Telephone 217/278-3435

MARION: State Regional Office Bldg., 2309 W. Main Street, Suite 126, Telephone 618/993-7005

ROCKFORD: E.J. "Zeke" Giorgi Center, 200 South Wyman, Telephone 815/987-7004

ILLINOIS BELL RELAY: (voice user) 800/526-0857 (TTY user) 800/526-0844

AN EQUAL OPPORTUNITY EMPLOYER

To Grp A 9-5-00, (RC-009-02, RC-028-04) Salary 1-1-06, Counties Updated 3-25-02, 2-3-03 K